1. **How and when to use the AutoSum command in excel?**

If you need to sum a column or row of numbers, let Excel do the math for you.

AutoSum is in two locations: Home > AutoSum, and Formulas > AutoSum.

* Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you’re done
* When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

1. **What is the shortcut key to perform AutoSum?**

The AutoSUM Excel Function can be accessed by typing ALT + the = sign in a spreadsheet, and it will automatically create a formula to sum all the numbers in a continuous range.

1. **How do you get rid of Formula that omits adjacent cells?**
2. Change formulas to have B5 and C2 cells included.
3. Remove values from cells B5 and C2.
4. Click the ignore error option. You have to do it for each formula.
5. **How do you select non-adjacent cells in Excel 2016?**

To Select Non-adjacent cells in Excel there are four different Easy Ways as follow.

Select Non-Adjacent Cells Using the Mouse

Select Non-Adjacent Cells Using the Keyboard Only

Select Non-Adjacent Cells/Ranges Using the Name Box

Select Non-Adjacent Cells (with a specific value) Using Find and Replace

Below are the steps to use Find and Replace to select non-adjacent cells:

1. Select the entire data range
2. Hold the Control key and then press the F key (or Command + F in using a Mac)
3. In the Find and Replace dialog box that opens, enter the name Mike in the ‘Find what’ field
4. Click on the Find All button. This will find all the cells that have the name ‘Mike’
5. Hold the Control key and press the ‘A’ key. This will select all the cells that were found
6. Close the Find and Replace dialog box.
7. The above steps would select all the cells that have the searched text.

Now that you have all these selected, you can change, edit, or format these.

A common use-case of this could be when you want to quickly find and select

all the cells that are blank and replace it with zero.

**5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?**

**Answer:**

The column width dialogue box opens allowing you to set the exact width of the column.

6. **If you right-click on a row reference number and click on Insert, where will the row be added?**

**Answer:**

The new row will be added at the top of the row